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10 June 1949

Chairman, Intra-Agency Committee on Administrative Gvert Procedures Chairman, Committee on Issuances of Covert Regulations

Administrative lenuances

1. Reference is made to the reports to you from the Committee on Issuances of Acvert Regulations and the Committee on Administrative Avert Freeduces, dated 19 May 1949 and 24 May 1949, respectively. As Chairman of both Committees, the undersigned reports herewith the results of ajoint meeting held between the two Committees on 9 June 1949.

The Committees agreed on the following recommendations:

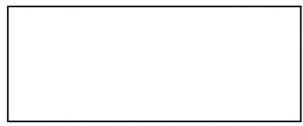
- a. Three-post binders be used by holders of full manual to file manual issuances. Standardised three-ring binders be used by holders of partial manual to file issuances pertinent to their needs.
- b. The over-all security classification of the manual be SECRET. Each page be classified in secretance with the nature of its contents. TOP SECRET Issuances be handled separately.
- c. A keyloid or similar position tab divider in appropriate color scheme be adopted for use in the menual. This recommendation is subject to availability and practicality from a procurement standpoint.
- d. The minbering system and formet, as shown on the previously forwarded sample menual, be adopted for use.
- e. Additions to subparagraphs should be incorporated by use of a decimal and the next open numerical identification.
- f. Offset reproduction be used by both Apency-wide and office issuances.
- go All policy, instructional and procedural information of a semipermanent or permanent nature and having general applicability, be included; and lamances of a one-time nature, such as "Temporary Parking Facilities on a Civen folicity," be prepared in the same form as regulations of a parameter nature, except that page, code and number would not appear.
- h. Appropriate distribution markings be indicated on each page of the namual.
- i. Transmittel sheets be used in distributing regulations and that such sheets have a brief explanation of the issuence transmitted

indicating the changes or additions being made. The transmittel sheet also indicate if an issuance having a restrictive distribution has been issued under the lest preceding transmittal sheet. Such sheets would be filed in proper page sequence so that a holder of a manual will know that he has received all pages that he should have received.

j. The original signed copy of Agency-wide regulations be filed in the Management Office. The expersion manual pages will not indicate signature of the approving official.

k. Table of Contents be provided which would be broken down by the major subject section of the menual and subtitles under each major section title. As seen as possible, a subject index will be included and placed in the manual under Cetegory !.

1. The code designation of AS be used on each page for Agency issuance. On Agency-wide Covert issuance, the designation AS(C) would be used. Issuances of the separate offices of CIA would bear their organizational code designations which are listed below:



- (5) Other offices of CLA, such as GRE and CO, would have design nations of GRE and CO, respectively.
- 2. The points of major disagreement which were not resolved in the joint committee meeting are listed below:
  - a. It was agreed that the first nine categories should be as follows:
    - (1) Manual
    - (2) Communications
    - (3) Pinence
    - (4) Lisison
    - (5) (perations
    - (6) Organization
    - (7) Personnel
    - (8) Separity
    - (9) Services

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The Overt Committee Felt that there should be an additional category emtitled "Transportation" which would include transportation of things and personnel. The Covert Committee did not feel there should be any such ostegory and that the existing estegories would adequately cover the subject. Those portions of a proposed "Transportation" category would be placed under the existing entegories, such as "Finance," "Personnel" or "Services."

b. There was a disegreement between the two Committees in commertion with indicating the signature of the approving officer on the transmittal shoots. The Overt Committee felt what a signature should

be indicated by typewritten name. 25X1

The Overt Committee specifically recommended that the manuals conteining Assnoy-wide insuances be distributed down to Mvision level, with provision for exceptions where required to provide more manuals or to eliminste distribution to particular Divisions. The Covert Committee was not in disagreement with this recommendation in view of the provision relating to exceptions.

> WARAN . WHOL Chairman

> > 20 June 1949

To: Chairman, Intra-Agency Committee on Administrative Overt Procedures Chairman, Committee on Temperors of Covert Regulations

- 1. Approved except as indicated below:
- s. Paragraph I f (iffset reproduction will be required only for Agency wide issuances. It may be used for other issuances if feasible 25X1X8 and considered desirable by the ommponent.
  - b. Paragraphs 1 i and J are not favorably sonsidered. Transmittal shorts will not normally be used. Issuences will be signed by approprists sutherity prior to reproduction and distributions
  - o. Paragraph 2a A separate transportation category will not be included initially.
  - 2. The principle of limited distribution when warranted is approved.

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